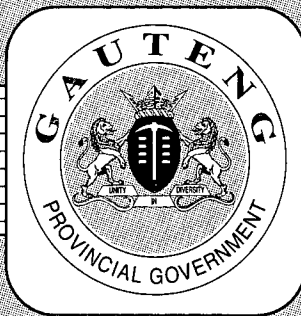


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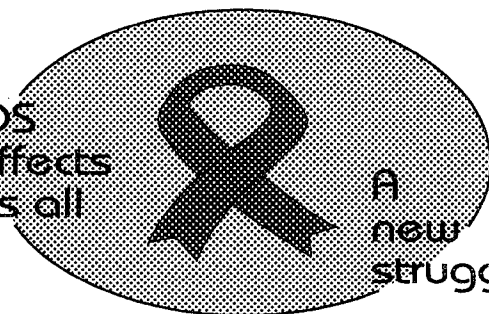
Vol. 10

PRETORIA, 19 OCTOBER
OKTOBER 2004

No. 442

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GENERAL NOTICE

NOTICE 3467 OF 2004

TO ELICIT COMMENTS FROM INTERESTED PERSONS OR ORGANISATIONS REGARDING THE INTENTION TO DETERMINE THE MANNER OF RECORD KEEPING BY PUBLIC FURTHER EDUCATION AND TRAINING INSTITUTIONS.

I, Angelina Motshekga, Member of the Executive Council responsible for Education, hereby publish the Draft Determination on Record Keeping by Public Further Education and Training Institutions for public comment in terms of section 18 (1) of the Gauteng Education Policy Act, 1998 (Act 12 of 1998).

Written comments may be lodged within 30 days of publication of this notice at the following address:

Office of the Acting Senior Manager – Policy Coordination
 Room 914, 111 Commissioner Street, Johannesburg, 2001; or P O Box 7710, Johannesburg, 2000
 Tel: (011) 355 0495 Fax: (011) 355 0516 e-mail: DanL@gpg.gov.za

Angelina Motshekga
Member of the Executive Council for Education

FURTHER EDUCATION AND TRAINING ACT, 1998 (ACT 98 of 1998)

Draft Determination on Record Keeping by Public Further Education and Training Institutions

The Member of the Executive Council responsible for Education has, in terms of section 21 of the Further Education and Training Act, 1998 (Act 98 of 1998), made the determination in the Schedule.

SCHEDULE

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Draft determination on record keeping by public further education and training institutions

1. **Definitions**

In this determination unless the context indicates otherwise any word or expression to which a meaning has been assigned in the Further Education and Training Act, 1998 (Act 98 of 1998) has such a meaning, and

- 5
- (a) **"the Act"** means the Further Education and Training Act, 1998 (Act 98 of 1998); and
 - (b) **"this determination"** means the Determination on Record Keeping by Public Further Education and Training Institutions, 2004.

2. **Application of determination**

10 This determination applies –

- (a) to the keeping of financial records and the records of all proceedings by public further education and training institutions; and
- (b) to the provision of reports and annual financial statements by public further education and training institutions to the Member of the Executive Council.

15 3. **Record of proceedings**

(1) Subject to applicable legislation, the council of every public further education and training institution must keep records of all proceedings of its institutional governance structures referred to in section 8 of the Act. These records must include-

- 20
- (a) notices of all meetings;
 - (b) agendas of all meetings;
 - (c) minutes of all meetings; and
 - (d) all correspondence to and from institutional governance structures.

(2) In addition to the records referred to in sub-paragraph (1), the council must keep all records relating-

- 25
- (a) to the development and implementation of the strategic plans of the institution; and
 - (b) to the development of policies for the institution.

4. **Appointment of auditor**

30 (3) The council of a public further education and training institution must appoint an auditor to audit the records and financial statements of the institution.

(4) The auditor appointed by the council must-

- 35
- (a) be registered in terms of the Public Accountants and Auditors Act, 1991 (Act 80 of 1991) as an accountant or auditor; and
 - (b) have no other financial interest in the affairs of the public further education institution.

5. **Financial year of public further education and training institutions**

The financial year of every public further education and training institution commences on 1 January and ends on 31 December of each year.

Draft determination on record keeping by public further education and training institutions

6. **Accounting records**

The council of a public further education and training institution must, subject to the format determined from time to time by the Member of the Executive Council, keep complete accounting records for each financial year, of all assets, liabilities, income and expenses and any other financial transactions of-

- (c) the public further education and training institution as a whole;
- (d) any of the substructures of the institution; and
- (e) any other bodies operating under the auspices of the institution.

7. **Annual report to the Member of the Executive Council**

(1) The council of a public further education and training institution must, in respect of each financial year, provide the Member of the Executive Council, by 31 May of the following year, with an annual report.

(2) The report contemplated in sub-paragraph (1) must be compiled in the manner set out in the schedule below and must complement the strategic plan of the public further education and training institution.

8. **Short title and commencement**

This determination –

- (f) is called the Determination on Record Keeping by Public Further Education and Training Institutions, 2004; and
- (g) comes into operation with immediate effect.

SCHEDULE

Annual Report of a public further education and training institution

The annual report of a public further education and training institution, as contemplated in section 7 of this determination, must be divided into at least two sections comprising **overall governance** and **financial matters**.

Overall governance matters

This section of the report must contain information on -

- (1) Governance structures.
- (2) Management structure.
- (3) Infrastructure of the institution.
- (4) Personnel administration and statistics.
- (5) Student affairs and statistics.
- (6) Learning programmes and other curriculum matters.
- (7) Quality assurance.
- (8) Linkages and partnerships.
- (9) Marketing and communication.
- (10) Business activities of section 21 companies, trusts and close corporations.
- (11) Any other matter which the Member of the Executive Council may request.
- (12) Any matter that the council may deem to be of interest to the Member of the Executive Council.

Draft determination on record keeping by public further education and training institutions

Financial matters

This section of the report must contain at least –

- (1) An audited statement of income and expenditure.
 - (2) A balance sheet.
 - 5 (3) A cash flow statement.
 - (4) Statement of changes in equity.
 - (4) Any other matter which the Member of the Executive Council may request.
 - (5) Any matter that the council may deem to be of interest to the Member of the Executive Council.
-

IMPORTANT NOTICE

The
Gauteng Provincial Gazette Function
 will be transferred to the
Government Printer in Pretoria
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NEW PARTICULARS ARE AS FOLLOWS:

Physical address:

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 Pretoria

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 0001

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Mrs J. Wehmeyer Tel.: (012) 334-4753

Fax.: (012) 323-9574

This phase-in period is to commence from **November 2001** (suggest date of advert) and notice comes into operation as from **2 January 2002**.

Subscribers and all other stakeholders are advised to send their advertisements directly to the **Government Printing Works**, two weeks before the 2nd January 2002.

*In future, adverts have to be paid in advance
 before being published in the Gazette.*

HENNIE MALAN

Director: Financial Management

Office of the Premier (Gauteng)

